



Virginia Wireless E-911 Services Board Online Funding Submission Users Guide

Version 1.0

9/1/2003



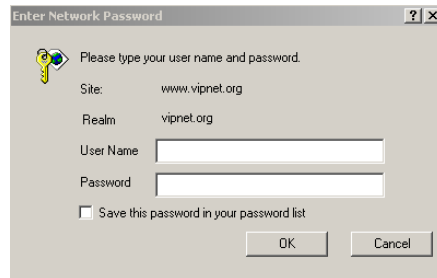
Accessing the System

The Virginia Online Submission System (VOSS) can be accessed either from a link on the main website (www.va911.org) or by typing the following URL into any Internet browser:

<https://www.vipnet.org/va911/psapadmin.cgi>

Logging onto the System

Whichever method is utilized, a window displays asking the user to enter their network password.

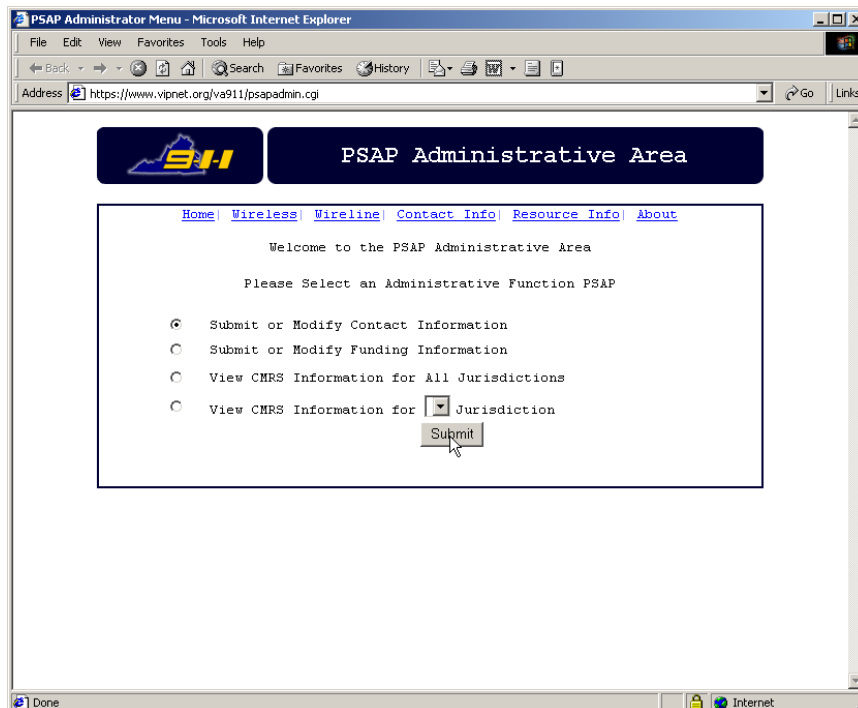


A dialog box titled "Enter Network Password" with a key icon. It contains the text "Please type your user name and password." Below this, it shows "Site: www.vipnet.org" and "Realm: vipnet.org". There are input fields for "User Name" and "Password". At the bottom, there is a checkbox labeled "Save this password in your password list" and two buttons: "OK" and "Cancel".

Type in your user name and password and click OK. The user name and password are case sensitive so be sure to enter it exactly as you received it. The Public Safety Communications (PSC) Division assigns user names and passwords. If you do not have one, please contact PSC Division staff for assistance.

PSAP Main Menu

After logging onto the system, the PSAP Main Menu is displayed.



A screenshot of a Microsoft Internet Explorer browser window displaying the "PSAP Administrator Menu". The address bar shows "https://www.vipnet.org/va911/psapadmin.cgi". The page has a dark blue header with the "SH" logo and the text "PSAP Administrative Area". Below the header, there are links: "Home", "Wireless", "Wireline", "Contact Info", "Resource Info", and "About". The main content area says "Welcome to the PSAP Administrative Area" and "Please Select an Administrative Function PSAP". It lists four options with radio buttons: "Submit or Modify Contact Information", "Submit or Modify Funding Information", "View CMRS Information for All Jurisdictions", and "View CMRS Information for [dropdown] Jurisdiction". A "Submit" button is at the bottom of the list. The status bar at the bottom shows "Done" and "Internet".

From this menu, a PSAP user can perform one of four functions:

1. Enter or modify the contact information for the PSAP.
2. Submit or modify a request for funding.
3. View CMRS contact information for wireless providers doing business in Virginia.
4. View CMRS contact information for only those wireless providers doing business in one particular jurisdiction in Virginia.

To enter one of these functions, click the button to the left of the option and click “Submit”.

PSAP Contact Information


Selecting the first menu option from the PSAP Main Menu will display the current contact information in the database for your PSAP (based on your log on information).

PSAP Contact Form - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print Mail

Address <https://www.vipnet.org/va911/psapcontact.cgi> Go Links

 PSAP Contact Info. Form

[Home](#) [Wireless](#) [Wireline](#) [Contact Info](#) [Resource Info](#) [About](#)
[Return to PSAP ADMIN AREA](#)

[Instructions](#)

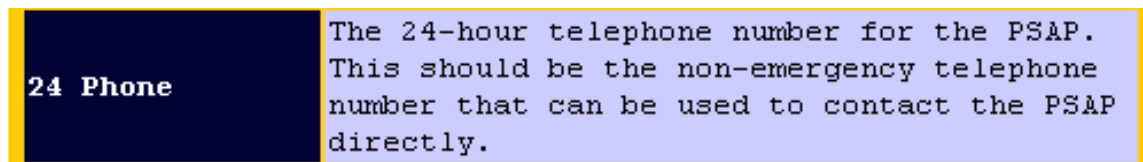
Name of PSAP:	Alexandria Police Communc	*Required
Secondary	No	
Contact First Name:	Louis	
Contact Last Name:	Pellegrino	
Phone:	(703) 838-3806	
Fax:	(703) 838-4978	
Street Address:	2003 Mill Road, 2nd Floor	
City:	Alexandria	
State:	VA	
Zip:	22314	
Email:	louis.pellegrino@ci.alexandria.va	
Website:		
24 Phone:	(703) 838-4444	
What is New:		

Done Internet

From this screen any of the information can be may be modified. When modification of the data is complete, simply click the “Submit” button at the bottom of the form to save your changes. If no changes are necessary, you do not need to click “Submit” and can simply click the browser’s back button to go back to the main menu.

***Please note that the survey information at the bottom of the survey form was based on an old survey conducted by the Division and has not been maintained. This data will be purged and the form updated to remove it.

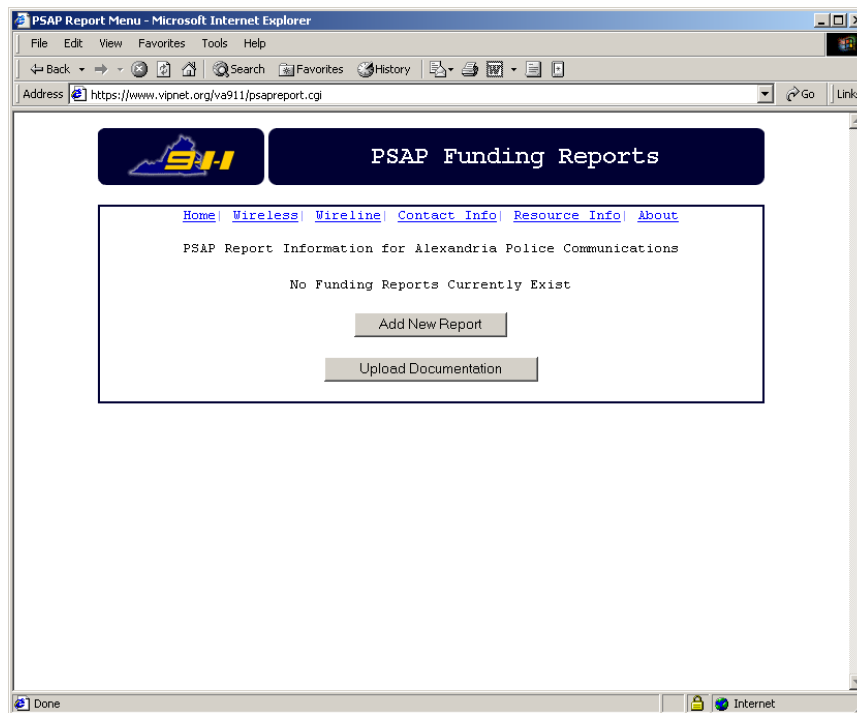
Most of the other fields on this form are self-explanatory, but if there is any question as to the meaning of the field, simply clicking the field name will display a definition of that field. As an example, clicking [24 Phone](#) would display:



The “Add Jurisdiction” button at the very bottom of the form is currently not functional, but will allow a PSAP to identify which localities they provide call taking or dispatching functions for. When this feature of the application is deployed, the current jurisdictional information will be added for each PSAP. This will need to be modified only if the PSAP gains or loses localities from their area of responsibility.

Funding Requests/Reports

Selecting the second option from the PSAP Main Menu will display the current list of available funding reports for viewing or modification. Since this is the first year of use and past reports have not yet been entered, the screen will state that “No Funding Reports Currently Exist.”



To add a new report, click the “Add New Report” button.

Since supporting documentation is not needed with the funding request, the “Upload Documentation” feature will not be used. During true-up, you can attach files (scanned or electronic) that provide the material needed to support your true-up report.

Clicking the “Add New Report” button will display the following form:

PSAP:	Training 1	Status:	New
Date:	08/27/03	Estimated Total Request:	0.00
Fiscal Year:	<input type="text"/>	Actual Total Request:	0.00

CALL LOAD DATA:		
Description	Last 12 Months	Estimated
Total Telephone Calls Handled by PSAP	<input type="text" value="0"/>	<input type="text"/>
Total 911 Calls Handled by PSAP	<input type="text" value="0"/>	<input type="text"/>
Total Wireless 911 Calls Handled by PSAP	<input type="text" value="0"/>	<input type="text"/>

CUSTOMER PREMISE EQUIPMENT COSTS:		
<i>Equipment only used for wireless E-911</i>		
Description	Estimated Cost	Actual Cost
Total Dedicated Wireless Equipment:	0.00	0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Add Equipment"/>		
<i>Equipment with shared use for wireless E-911</i>		
Select Formula to use:		
1 = Total PSAP Wireless 911 Calls/Total Telephone Calls		
2 = Total PSAP Wireless 911 Calls/Total 911 Calls		
Description	Estimated Cost	Actual Cost
Total Shared Requests For Formula 1:	0.00	0.00
Total Shared Requests For Formula 2:	0.00	0.00
Total Shared Request After Formula:	0.00	0.00
<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> 1 <input type="radio"/> 2
<input type="button" value="Add Shared Equipment"/>		

LOCAL EXCHANGE CARRIER COSTS:		
Description	Estimated Cost	Actual Cost
Total LEC Costs:	0.00	0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Add LEC Cost"/>		

PERSONNEL COSTS:		
Personnel costs will use the formula:		
Total PSAP Wireless 911 Calls/Total Telephone Calls		
Description	Estimated Cost	Actual Cost
Total Personnel Costs For Formula:	0.00	0.00
Total Personnel Request After Formula:	0.00	0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Add Personnel Cost"/>		

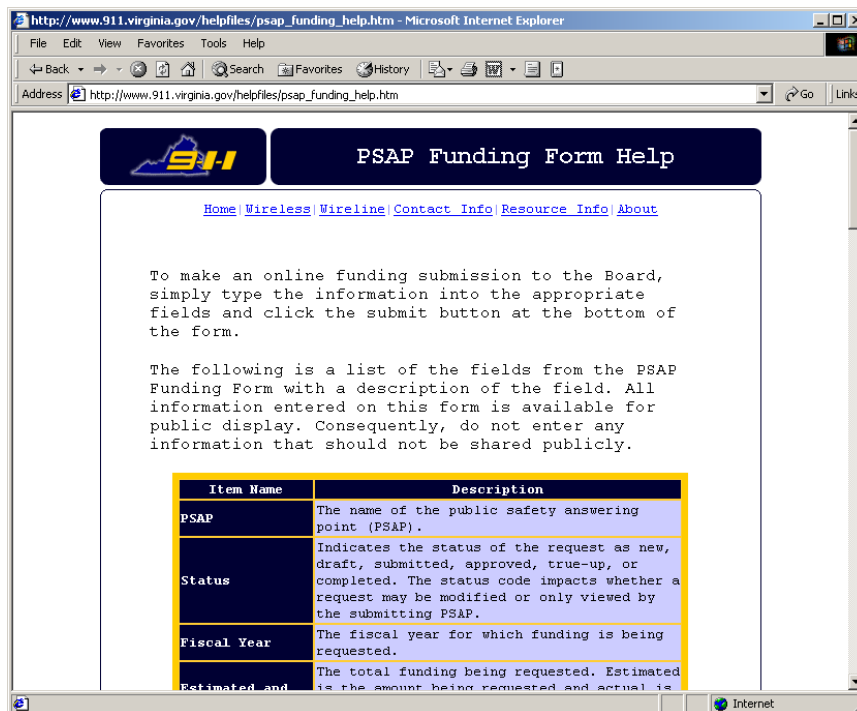
This form is structured very similarly to the paper form that has been previously used.

Header Information

Begin completing the form by entering the fiscal year for which the request is being made. Note that the status of the request is new until it is saved as a draft or submitted. The Estimated Total Request will be calculated automatically as you complete the form.

<u>PSAP:</u>	Alexandria Police Communications	<u>Status:</u>	New
<u>Date:</u>	08/27/03	<u>Estimated Total Request:</u>	0.00
<u>Fiscal Year:</u>	<input type="text"/>	<u>Actual Total Request:</u>	0.00

Remember that clicking any of the underlined headings will display a help screen that will define the field:



Then complete the call load data. The “Last 12 Months” column only needs to be completed the first time a submission is made. This allows the Board to determine if your estimated call load is supported by historical data. If you do not have data from the previous 12 months, just leave it blank.

CALL LOAD DATA:		
Description	Last 12 Months	Estimated
Total Telephone Calls Handled by PSAP	<input type="text"/>	<input type="text"/>
Total 911 Calls Handled by PSAP	<input type="text"/>	<input type="text"/>
Total Wireless 911 Calls Handled by PSAP	<input type="text"/>	<input type="text"/>

Customer Premise Equipment Costs

This is the section of the report for entering both dedicated wireless costs and shared equipment costs.

CUSTOMER PREMISE EQUIPMENT COSTS:		
<u>Equipment only used for wireless E-911</u>		
Description	Estimated Cost	Actual Cost
Total Dedicated Wireless Equipment:	0.00	0.00
<input type="text"/>	<input type="text"/>	
Add Equipment		
<u>Equipment with shared use for wireless E-911</u>		
<u>Select Formula to use:</u>		
<u>1 = Total PSAP Wireless 911 Calls/Total Telephone Calls</u>		
<u>2 = Total PSAP Wireless 911 Calls/Total 911 Calls</u>		
Description	Estimated Cost	Actual Cost
Total Shared Requests For Formula 1:	0.00	0.00
Total Shared Requests For Formula 2:	0.00	0.00
Total Shared Request After Formula:	0.00	0.00
<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> 1 <input type="radio"/> 2
Add Shared Equipment		

To make an entry into the dedicated wireless equipment section of the report (funded at 100%), type the description of the item and its estimated cost into their respective boxes and click "Add Equipment".

CUSTOMER PREMISE EQUIPMENT COSTS:		
<u>Equipment only used for wireless E-911</u>		
Description	Estimated Cost	Actual Cost
Total Dedicated Wireless Equipment:	0.00	0.00
Magic call counting system	30000	
Add Equipment		

After clicking the button, the item will be added to the list of dedicated equipment.

CUSTOMER PREMISE EQUIPMENT COSTS:		
<u>Equipment only used for wireless E-911</u>		
Description	Estimated Cost	Actual Cost
Magic call counting system DELETE EDIT	30000.00	
Total Dedicated Wireless Equipment:	30000.00	0.00
<input type="text"/>	<input type="text"/>	
Add Equipment		

This may be repeated for additional items of dedicated equipment.

Note that as you add additional items to the list, the total at the top of the form is also updated.

PSAP:	Training 1	Status:	New
Date:	08/27/03	Estimated Total Request:	80000.00
Fiscal Year:	2005	Actual Total Request:	0.00

CALL LOAD DATA:		
Description	Last 12 Months	Estimated
Total Telephone Calls Handled by PSAP	<input type="text" value="0"/>	<input type="text" value="200000"/>
Total 911 Calls Handled by PSAP	<input type="text" value="0"/>	<input type="text" value="20000"/>
Total Wireless 911 Calls Handled by PSAP	<input type="text" value="0"/>	<input type="text" value="50000"/>

CUSTOMER PREMISE EQUIPMENT COSTS:		
<i>Equipment only used for wireless E-911</i>		
Description	Estimated Cost	Actual Cost
Magic call counting system DELETE EDIT	30000.00	
Mapping System DELETE EDIT	50000.00	
Total Dedicated Wireless Equipment:	80000.00	0.00
<input type="text"/>	<input type="text"/>	
<input type="button" value="Add Equipment"/>		

This process is the same for adding shared equipment, LEC costs and personnel costs. The only difference in the other sections is that the shared equipment section allows you to select the funding formula to be used.

<i>Equipment with shared use for wireless E-911</i>		
<i>Select Formula to use:</i>		
<i>1 = Total PSAP Wireless 911 Calls/Total Telephone Calls</i>		
<i>2 = Total PSAP Wireless 911 Calls/Total 911 Calls</i>		
Description	Estimated Cost	Actual Cost
CPE Maintenance DELETE EDIT	48000.00	
Recorder replacement DELETE EDIT	25000.00	
Total Shared Requests For Formula 1:	73000.00	0.00
Total Shared Requests For Formula 2:	0.00	0.00
Total Shared Request After Formula:	1825.00	0.00
<input type="text"/>	<input type="text"/> <input checked="" type="radio"/> 1 <input type="radio"/> 2	
<input type="button" value="Add Shared Equipment"/>		

To the right of the estimated cost is a button for formula 1 or formula 2. Almost all shared equipment will use formula 1, which is the default. Formula 2 should only be selected if the piece of equipment is only shared between wireline and wireless 9-1-1 and does not handle other administrative calls. The Rockwell CPE equipment was an example of this type of equipment.

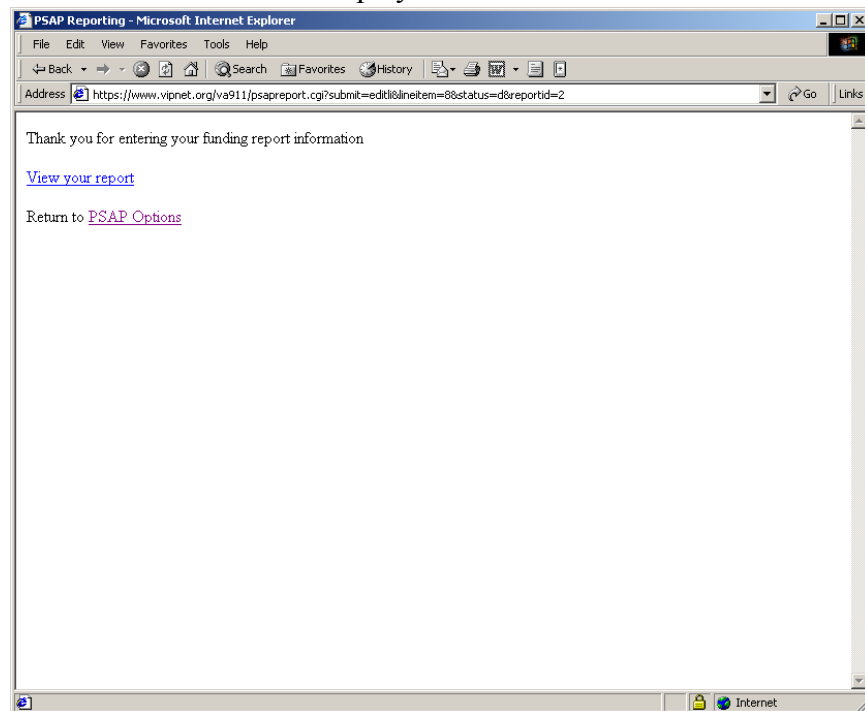
***Please note that the minimum percentage (since it has not yet been defined by the FY2003 true-up) will not be applied to the calculation. Since only the raw numbers are saved to the database, the appropriate minimum percentage will be applied at a later date. You will NOT need to modify your request once the minimum percentage is defined.

Saving your Request as a Draft

At any point during the entry process, you may save your report as a draft. This will allow you to come back to your report and make additional modifications later. Once a request is submitted, no additional modifications can be made. To save the report as a draft, simply click the “Save as Draft” button at the bottom of the form.



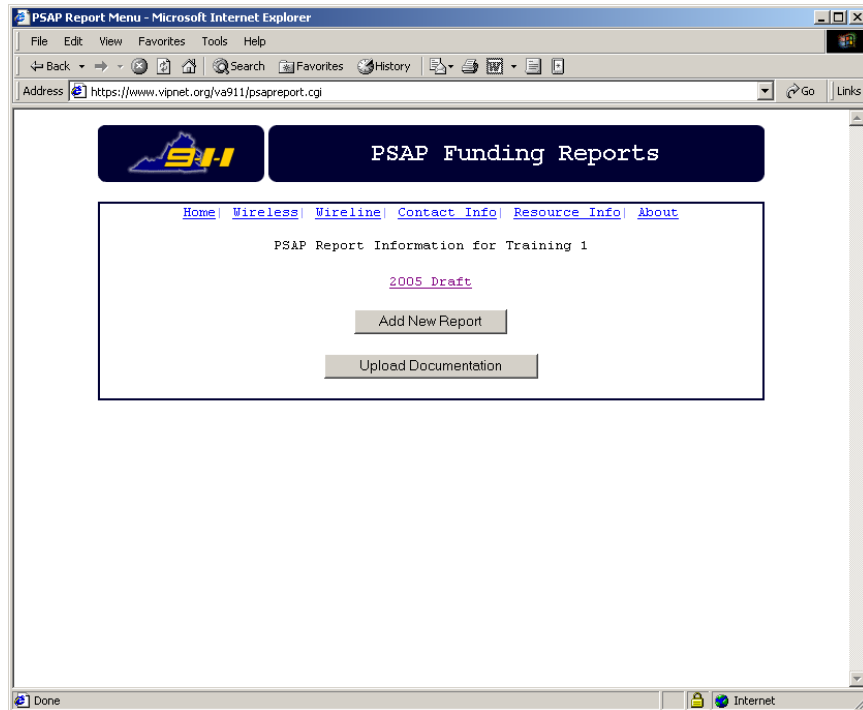
A confirmation screen will then be displayed.



At this point your draft report has been saved and you may close your Internet browser.

Editing your Request

Selecting “Submit or Modify Funding Information” from the PSAP Main Menu after a request has been entered will display a list of the available requests. If the status of the report is “Draft.” The Request may be reopened for modification.



To open the report, click the name of the report (“2005 Draft” in the above). This will display the report for modification. To edit the description or amount of any line item, click the word “Edit” to the right of the item you would like to modify.

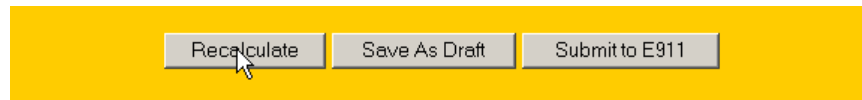
PERSONNEL COSTS:		
Personnel costs will use the formula: Total PSAP Wireless 911 Calls/Total Telephone Calls		
Description	Estimated Cost	Actual Cost
Salaries and benefits DELETE EDIT	400000.00	
Training costs DELETE EDIT	6000.00	
Total Personnel Costs For Formula:	406000.00	0.00
Total Personnel Request After Formula:	10150.00	0.00
<input type="text"/>	<input type="text"/>	
<input type="button" value="Add Personnel Cost"/>		

This will display an editing screen.

Description	Estimated Cost
<input type="text" value="Training costs"/>	<input type="text" value="5000.00"/>
<input type="button" value="Update"/>	

Edit the Description or cost and click update to save the change.

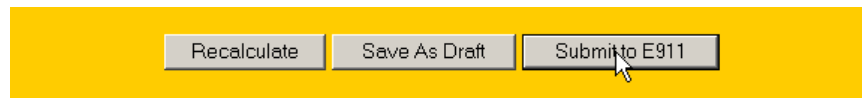
If at anytime during the entry process, you change the call load information after you have entered shared equipment or personnel costs, you must hit the “Recalculate” button at the bottom of the form for these items to be recalculated based on the new wireless percentage.



Since only the raw data is saved in the database, it will not hurt anything if you forget. The form recalculates each time it is redisplayed. This simply allows you to see the impact of the change during your entry of the form.

Submitting the Form

When all modifications are complete and you are ready to submit your request for Board consideration, click the “Submit to E911” button at the bottom of the form.



This will save the report and display another confirmation screen. Now if you go back to the list of reports from the PSAP Main Menu, you will see that the status of the request has now been changed to “Submitted”



Clicking on this link now will display the request, but all of the fields are now read-only and cannot be modified. If a modification is required, you will need to contact PSC Division staff, who can reset the status to draft.

PSAP:	Training 1	Status:	Submitted
Date:	08/27/03	Estimated Total Request:	96007.00
Fiscal Year:	2005	Actual Total Request:	0.00

CALL LOAD DATA:		
Description	Last 12 Months	Estimated
Total Telephone Calls Handled by PSAP	0	200000
Total 911 Calls Handled by PSAP	0	20000
Total Wireless 911 Calls Handled by PSAP	0	5000

CUSTOMER PREMISE EQUIPMENT COSTS:		
<i>Equipment only used for wireless E-911</i>		
Description	Estimated Cost	Actual Cost
Magic call counting system	30000.00	
Mapping System	50000.00	
Total Dedicated Wireless Equipment:	80000.00	0.00

<i>Equipment with shared use for wireless E-911</i>		
<i>Select Formula to use:</i>		
<i>1 = Total PSAP Wireless 911 Calls/Total Telephone Calls</i>		
<i>2 = Total PSAP Wireless 911 Calls/Total 911 Calls</i>		
Description	Estimated Cost	Actual Cost
CPE Maintenance	48000.00	
Recorder replacement	25000.00	
Total Shared Requests For Formula 1:	73000.00	0.00
Total Shared Requests For Formula 2:	0.00	0.00
Total Shared Request After Formula:	1825.00	0.00

LOCAL EXCHANGE CARRIER COSTS:		
Description	Estimated Cost	Actual Cost
Trunk costs	4032.00	
Total LEC Costs:	4032.00	0.00

PERSONNEL COSTS:		
<i>Personnel costs will use the formula:</i>		
<i>Total PSAP Wireless 911 Calls/Total Telephone Calls</i>		
Description	Estimated Cost	Actual Cost
Salaries and benefits	400000.00	
Training costs	6000.00	
Total Personnel Costs For Formula:	406000.00	0.00
Total Personnel Request After Formula:	10150.00	0.00

Technical Assistance

If you need assistance with using this online system, you may contact any member of the PSC Division staff (toll free – 866-4VA-E911 or 866-482-3911). Additionally, each of the wireless E-911 project management firms has been trained to use the system so they may also be utilized as a resource.